



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

June 2006

TO: County Treasurers
County Superintendents

Please discard old forms.

FROM: Denise Ulberg, Division Administrator

RE: **COUNTY FORMS PACKET -- June 2006**

Each of the forms listed below are posted on the OPI website. Under the "Action Required" column is a direct link to each form.

Form No.	Form Name	Action Required	Send to OPI?
FP-6a	County Treasurer's Statement to the County Superintendent of Schools – district data	1. County treasurer will submit this form to county superintendents by July 10 for each district. 2. County treasurers provide bond information and cash balances for school trustees' financial summaries. This information is verified by the county superintendent. http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP6a.pdf	No.
FP-6b (FY06 and FY07)	County Treasurer's Report of Countywide School Funds – county data. Revised FP-6b required in FY07 – use new form.	1. County treasurer will submit this form for FY06 to county superintendents by July 10. 2. County superintendents review and complete FP-7 Tuition Report, if needed. http://www.opi.mt.gov/PDF/SchoolFinance/forms/FP6b.xls	To OPI by August 15.
FP-7	County Payments for Tuition	County superintendents file FP-7 with the FP-6b if their county paid FY05 tuition during the last school year for state and court placements. http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP7.pdf	To OPI with FP-6b by Aug. 15
FP-8a	Joint District Basic Data Transmittal Form	1. Non-located county, fill out sections I, II and IV and send this to located county for each joint district by August 7. 2. Located county, fill out sections III and IV and return to non-located county by August 11. http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP8a.pdf	No.

(OVER)

Form No.	Form Name	Action Required	Send to OPI?
FP-8b	Joint District Tax Levy Summary	<p>1. The located county sends to the non-located county by August 18.</p> <p>2. County superintendents of non-located counties of joint districts - use FP-8b to notify commissioners of mill levies for the joint district.</p> <p>http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP8b.pdf</p>	No.
FP-10a	Retirement and Transportation Fund Mill Levy Calculation Worksheet	<p>Worksheet for county superintendents to budget county retirement levy and county transportation levy and report to OPI under MCA 20-3-209.</p> <p>Obtain "Net District Requirements" for this form from districts' and/or coops' budgets and FP-8b if applicable.</p> <p>http://www.opi.mt.gov/PDF/SchoolFinance/forms/FP10A.xls</p> <p>To complete the FP-10A you will also need the following:</p> <p>The Certified Retirement GTB Subsidy per Mill Per ANB is posted at the following link http://www.opi.mt.gov/PDF/SchoolFinance/forms/RetirementGTBSubsidy.pdf</p> <p>The County Transportation Block Grant Entitlement Report is posted at the following link: http://www.opi.mt.gov/PDF/SchoolFinance/forms/BlockGrantTransEntitlement.pdf</p>	To OPI by second Monday in September (September 11).
FP-15	Tuition Report	<p>Districts should submit this form to the Office of Public Instruction to report resident students attending 1) another district out of state and/or 2) day treatment programs under approved IEP's at private, non-sectarian schools (for whom they paid tuition during FY06).</p> <p>To avoid duplication of payment, compare this form with your FP-7 list of county-paid state and court placements.</p> <p>FY06 tuition for state and court placements will be submitted in MAEFAIRS in FY07.</p> <p>http://www.opi.mt.gov/pdf/SchoolFinance/forms/FP15.pdf</p>	This form must be submitted to OPI in the year following the year of attendance in order to qualify for ANB reimbursement.

The following link will take you to the Forms and Publications page that contains all of the forms listed above:

<http://www.opi.mt.gov/schoolfinance/forms.html>

After we've received all your districts' budgets (due to OPI September 11), OPI will send county superintendents the FP-9 Verification of Mills requesting the number of mills actually levied by the Commissioners.

If you have questions, please call Bonnie Maze at 444-3249 bmaze@mt.gov , Kathleen Wanner 444-9852 kwanner@mt.gov or Paul Taylor at 444-3024 ptaylor2@mt.gov